

OFFICE OF THE STATE CONTROLLER PERSONNEL/PAYROLL SERVICES DIVISION



DPA TPA Savings Plus Enrollments Interface Information Package



REVISION HISTORY			
REVISION #	DATE OF RELEASE	OWNER	SUMMARY OF CHANGES
1.0	11/02/10	Lolly Gunter	Created the interface package.

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I. INTRODUCTION

This is an inbound interface file from the Savings Plus Third Party Administrator (TPA) to add, change, or delimit Employee enrollment in Savings Plus Benefit plans (401K or 457) in MyCalPAYS.

Inbound Interface

- Create a new program for inbound interface that uploads data file into MyCalPAYS. This program will add, change, or delimit Employee enrollment in Savings Plus Benefit plans (401K or 457) in MyCalPAYS.
- Add a check box on a selection screen for **TEST** option, in production mode this check box needs to be unchecked. In Test mode records must not be loaded in to SAP (IT0169) but data validations must be done for each record in the inbound file and any Validation error must be shown on output screen.
- 2 parameters for Inbound file and Error File (path with file name).
- 1 parameter for DPA FTP location.
- 1 Check Box to FTP the File: If this box is checked then FTP file.
- When executing in Production Mode and any data error occurs, then create error log file and FTP that file to the vendor.
- In case of Employee locked records or SSN not found then give details on the output screen/report and don't send to vendor in error log file.

Selection Criteria

Look up employee on SAP. If an employee exists in SAP, regardless of status, search by the Personal ID Number (Social Security Number) field name PERID, Table name P0002, Infotype 0002.

If this employee exists on SAP, process the record through the interface logic.

If this employee does not exist on SAP, write the record to an output file IN THE EXACT SAME FORMAT AS THE INPUT FILE. Do not process the record through the interface logic. (This file may then be imported to legacy.)

Finding PERNR from SSN

Get all the PERNRs from IT0002 for SSN in the inbound record

Use these PERNRs to get the main assignment from IT0712. This main assignment will have an IT0169 record updated (Create/change/delete).

Business Rules

1. If the record indicates Legacy system 'Type of Change' code '1' (new enrollment), then:

- Create Infotype 0169 (Savings Plans) with Plan Type (P0169-PLTYP = C000) and Benefit Plan (P0169-BPLAN = C001) if the Legacy

Deduction/Organization code = '029401', and Plan Type C100 and Benefit Plan C101 if the Legacy Deduction/Organization code = '029457'.

- **Start Date** (P0169-BEGDA): Use custom function module ZPY_PAY_DATES_FROM_PAYAREA with following input parameters IABKRS= Payroll Area (P0001-ABKRS), ISELDATE = system date (SY_DATUM), ILook_UP_TYPE = 01 and IMOLGA = 10 to get the SAP Payroll Period Begin Date. If Payroll Period Begin Date is less than EE's Original hire date (IT41 Date type 01) then use Original hire date else Assign payroll period start date to IT0169 start date (P0169-BEGDA).
- **End Date** (P0169-ENDDA) : Default 12/31/9999
- **Pre-tax Contribution Amount field** (P0169-EEAMT) : Enter the Legacy system Deduction Amount value in SAP Infotype 0169

Period (P0169-PERIO): Enter the period as (1) 'Monthly'.

2. If record indicates Legacy system 'Type of Change' code '2' (delimit enrollment), then:

- Delimit Infotype 0169 (Savings Plans) for Plan Type C000 and Benefit Plan C001 if the Legacy Deduction/Organization code = '029401', and Plan Type C100 and Benefit Plan C101 if the Legacy Deduction/Organization code = '029457'.
- **End Date** (P0169-ENDDA): Use custom function module ZPY_PAY_DATES_FROM_PAYAREA with following input parameters IABKRS= Payroll Area (P0001-ABKRS), ISELDATE = system date (SY_DATUM), ILook_UP_TYPE = 01 and IMOLGA = 10 to identify the SAP Payroll Period End Date. Assign payroll period end date to IT0169 end date (P0169-ENDDA).

3. If record indicates legacy system 'Type of Change' Code '3' (change existing enrollment), then:

- Create a new Infotype 0169 (Savings Plans) with Plan Type C000 and Benefit Plan C001 if the Legacy Deduction/Organization code = '029401', and Plan Type C100 and Benefit Plan C101 if the Legacy Deduction/Organization code = '029457', which automatically delimits the existing Infotype 0169 (Savings Plans) record.
- **Start Date** (P0169-BEGDA): Use custom function module ZPY_PAY_DATES_FROM_PAYAREA with following input parameters IABKRS= Payroll Area (P0001-ABKRS), ISELDATE = system date (SY_DATUM), ILook_UP_TYPE = 01 and IMOLGA = 10 to identify the SAP Payroll Period Begin Date. If Payroll Period Begin Date is less than EE's Original hire date (IT41 Date type 01) then use Original hire date else Assign payroll period start date to IT0169 start date (P0169-BEGDA).
- **End Date** (P0169-ENDDA) : Default 12/31/9999

- **Pre-tax Contribution Amount field** (P0169-EEAMT) : Enter the Legacy system Deduction Amount value in SAP Infotype 0169
- **Period** (P0169-PERIO): Enter the period as (1) 'Monthly'.

II. GENERAL INFORMATION

The following general requirements must be met in order to participate in the interface process:

- Continue to operate and maintain third party system beyond Go-Live.
- Set in place internal business practice changes or perform required system updates to third party internal system(s) to support the interface.
- Support testing activities for the interface.

III. TECHNICAL INFORMATION

- The file is generated in a single file format.
- File format used is tab, delimited.
- Format is a fixed length.
- Server Type: Secure File Transfer Protocol (SFTP).

IV. RECORD FORMAT

Frequency	<input type="checkbox"/> Daily <input type="checkbox"/> Ad-hoc	<input type="checkbox"/> Weekly <input type="checkbox"/> Annually	<input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Monthly
Direction	<input checked="" type="checkbox"/> Inbound <input checked="" type="checkbox"/> Outbound <input type="checkbox"/> Both			
Source System	Savings Plus Third Party Administrator			
Target System	MyCalPAYS			
Classification of Data	<input type="checkbox"/> Confidential <input checked="" type="checkbox"/> Sensitive			
Data Volume Estimate	<input type="checkbox"/> One-time: _____ records <input checked="" type="checkbox"/> Recurring: <u>30,000+</u> records every <u>Month</u>			
Scheduled	<input checked="" type="checkbox"/> Automatic <input type="checkbox"/> Manual (User Started)			
Data Time Period	<i>[identify the time period of the data contained within the interface]</i> <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/> Other: _____ Record Selection Scope: <input type="checkbox"/> New or Changed Records <input checked="" type="checkbox"/> All records			
Selection Method of Records	<i>[identify the selection (generally of employees) method of records]</i> <input type="checkbox"/> Allow user to select <input type="checkbox"/> Automatic (rules defined below) <input type="checkbox"/> Other: _____ Description: Select all SSN's found on the file.			
Deleted Data	This will not delete any Records but will delimit savings Plans of the employee's currently enrolled in one of the Savings Plans (401K and 457)			

Future Transactions	Future transactions allowed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Description: <i>[describe how they will be handled]</i>
Retroactive Transactions	Retroactive transactions allowed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Description: <i>[describe how they will be handled]</i>

FS_HCM_BN_INT_DPA TPA Savings Plus Enrollments_025

Program Originating Format (Number, File Code, and Name)

S. YOUNG

05/17/2007

S YOUNG

09/09/2010

File Name:

DPA TPA Savings Plus - IN

Format Title:

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
TRANS CODE '650'			SOCIAL SECURITY NUMBER										FIRST INITIAL	MIDDLE INITIAL	FIRST 3 LETTERS OF THE SURNAME	DEDUCTION CODE	ORGANIZATION CODE	DEDUCTION AMOUNT							TYPE OF CHARGE	FILLER	PAY PERIOD (MMY)	PERSON ID								FILLER													
X(3)			X(9)										X	X	X(3)	X(3)	X(3)	X(7)							X	X	X(3)	X(8)								X(157)													

51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
FILLER CON'T.																																																	

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	150
FILLER CON'T.																																																	

51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	200			
FILLER CON'T.																																																				

Labels:

☐

Standard

Record Format:

☒

Fixed - F

Record Length:

200

☒

Input

☐

Non-Standard

☐

Variable - V

Records Per Block:

☐

Output

☐

No Labels

☐

Undefined -U

Blocksize:

Page

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V. FILE DEFINITIONS

File Format: 650 File - Savings Plus

File Name: DPA TPA Savings Plus - IN

SAP Module: HCM-Benefits

Frequency: Monthly and On Demand

Target (SAP) Field Requirements				Mapping Requirements	Source Field Requirements					
SAP Table & Field	Type	Max. Length	Field Description	Mapping Rule	Target Field Name	Type	Max. Length	Target Screen Program/No.	Optional?	Comments
				Though this field will be included in the input file (as 650), our SAP interface program will ignore it. The '650' indicator just tells us what legacy file format this record is in. This information is not pertinent to SAP.	Transaction Code	CHAR	3		X	
PA0002-PERID	CHAR	9	Social Security Number		Social Security Number	CHAR	9			
PA0002-VORNA	CHAR	40	First Name	Take the first letter only.	First Initial	CHAR	1			
PA0002-MIDNM	CHAR	40	Middle Name	Take the first letter of the middle name to be the Middle Initial. Leave blank if employee has no middle name.	Middle Initial	CHAR	1		X	

PA0002-NACHN	CHAR	40	Last Name	Take the first 3 letters only.	Surname	CHAR	3			
PA0169-PLTYP	CHAR	4	Benefit Plan Type		Deduction Code	CHAR	3			
PA0169-BPLAN	CHAR	4	Benefit Plan		Organization Code	CHAR	3			
PA0169-EEAMT	CURR	13.2	Benefit Employee pre-Tax Contribution Amount		Deduction Amount	CHAR	7			The amount to be deducted in dollars and cents format with leading zeros. Example: '\$25.35' will be entered as '0002535'.
			Deduction Type. A flag that identifies to SAP whether this will be a create,delimit or change to Infotype 0169 (Savings Plans)	Deduction Type 1 = "Enroll" (i.e. Create in SAP terms) Deduction Type 2 = "Cancel" (i.e. Delimit in SAP terms) Deduction Type 3 = "Change" (i.e. Delimit, then Create)	Deduction Type	CHAR	1			
			Filler	Leave blank.	Filler	CHAR	1			
PA0169-BEGDA / ENDDA	DATS	8	Start Date/ End Date	See page 6 of functional spec for logic to determine what BEGDA/ENDDA to use.	Pay Period	CHAR	3			
PA0002-PERSONID_EXT	CHAR	8	Person ID		Person ID	CHAR	8			

VI. FIELD VALIDATION

(From) System Name	(From) System Field Name	(To) System Name	(To) System Field Name	Comments
TPA	Transaction Code	MyCalPAYS		Though this field will be included in the input file (as 650), our SAP interface program will ignore it. The '650' indicator just tells us what legacy file format this record is in. This information is not pertinent to SAP.
TPA	Social Security Number	MyCalPAYS	PA0002-PERID	
TPA	First Initial	MyCalPAYS	PA0002-VORNA	Take the first letter only.
TPA	Middle Initial	MyCalPAYS	PA0002-MIDNM	Take the first letter of the middle name to be the Middle Initial. Leave blank if employee has no middle name.
TPA	Surname	MyCalPAYS	PA0002-NACHN	Take the first 3 letters only.
TPA	Deduction Code	MyCalPAYS	PA0169-PLTYP	
TPA	Organization Code	MyCalPAYS	PA0169-BPLAN	
TPA	Deduction Amount	MyCalPAYS	PA0169-EEAMT	
TPA	Deduction Type	MyCalPAYS		Deduction Type 1 = "Enroll" (i.e. Create in SAP terms) Deduction Type 2 = "Cancel" (i.e. Delimit in SAP terms) Deduction Type 3 = "Change" (i.e. Delimit, then Create)
TPA	Filler	MyCalPAYS	Filler	
TPA	Pay Period	MyCalPAYS	PA0169-BEGDA	Refer Sec. 4 Business Rules for logic to determine what BEGDA to use.
		MyCalPAYS	PA0169-ENDDA	Refer Sec. 4 Business Rules for logic to determine what ENDDA to use.
TPA	Person ID	MyCalPAYS	PA0001-PERSONID_EXT	Person ID
TPA	Filler	MyCalPAYS	Filler	